

RECRUITING ACTIVITY REPORT

School/Organization:	
Location:	
Date(s):	
Recruiter(s):	
Division:	Telephone No:

TYPE OF ACTIVITY:

Campus Interviewing _____
Career Day/Job Fair _____
Class/Group Presentation _____
Other (Identify) _____

PURPOSE:

Recruiting _____ Community Relations* _____
Other (Identify) _____

**Includes all minority or other community organizations and all school presentations to students. Please provide class level(s), if known (i.e. Freshman, Sophomore, etc.).*

ONE-ON-ONE INTERVIEWS:

Number of participants/students interviewed: _____

If known, provide the number of participants in each of the following categories:

_____ White Male	_____ Hispanic Male
_____ White Female	_____ Hispanic Female
_____ Black Male	_____ Asian Male
_____ Black Female	_____ Asian Female
_____ American Indian Male	_____ Pacific Islander Male
_____ American Indian Female	_____ Pacific Islander Female
_____ Alaskan Native Male	
_____ Alaskan Native Female	

COMMENTS:

UNIVERSITY CONTACTS

If you visited university officials, please provide the following information for each person contacted:

Name: _____

Title: _____

Address: _____

City, State, Zip: _____

Telephone No.: _____

Responsible for placement of (circle one or both) Cooperative Education Students and/or Students seeking full-time employment.

Name: _____

Title: _____

Address: _____

City, State, Zip: _____

Telephone No.: _____

Responsible for placement of (circle one or both) Cooperative Education Students and/or Students seeking full-time employment.

Name: _____

Title: _____

Address: _____

City, State, Zip: _____

Telephone No.: _____

Responsible for placement of (circle one or both) Cooperative Education Students and/or Students seeking full-time employment.

EXPENSE SUMMARY

Transportation (Air):	_____
Transportation (Ground):	_____
Lodging:	_____
MI&E:	_____
Car Rental:	_____
Miscellaneous:	_____
TOTAL:	_____

Please provide a brief narrative on each college/university/organization. Include information that will be helpful in evaluating the source as a potential for future recruiting activities, e.g., quality, level of student/faculty interest, etc.

NOTE: If you need more space, use an additional sheet of paper.

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Signature: _____

Date: _____